

Travel Reimbursement Policies



In order to be reimbursed for travel expenses to and from a Legislative Youth Advisory Council meeting, you must meet the following criteria:

1. Be in travel status for at least three hours
2. Be a scheduled attendee (listed on the meeting authorization expense (MEA) form)
3. Fill out an OSPI travel expense reimbursement form

What can you be reimbursed for?

- **Meals**

- ⇒ Meals are reimbursed on a per diem rate specific to the location of the meeting.
- ⇒ Lunch is provided while at the LYAC meeting, so you will not be reimbursed on a per diem rate for this meal.

Breakfast	Lunch	Dinner
Leave before 6:30 am	11:30-1:00	Return after 6:30pm

- **Mileage**

- ⇒ You or the person who drove you may be reimbursed for the mileage to and from the meeting. Currently the mileage reimbursement rate is \$.505 per mile.
- ⇒ If you rent a car you will not be reimbursed for mileage, but will reimburse for the cost of fuel. Please turn in all receipts with your travel expense voucher in order to be fully reimbursed.

- **Lodging**

- ⇒ Lodging arrangements, if necessary, can be made by LYAC's Program Supervisor. Please contact your Program Supervisor in or to make these arrangements at least one week prior to the scheduled meeting date.
- ⇒ Lodging is reimbursed based on a per diem rate specific to the location of the meeting.

- **Parking**

- ⇒ Please provide parking receipts with your with your travel voucher in order to be reimbursed for this expense.

ALL TRAVEL REIMBURSEMENT FORMS MUST BE COMPLETED AND TURNED INTO LYAC's PRGORAM SUPERVISOR NO LATER THAN 30 DAYS AFTER THE MEETING.